

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 7 APRIL 1987

*Assume Cullinet
does not have a
suitable
pkg for the
EDR.*

1. Progress Report on Tasks Assigned by the DCI/DDCI:

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

NO (1) On 1 April, Chief, Technical Group and two members of his staff met with several representatives from Facilities Management Division (FMD), to discuss the the possible use of a Point-of-Sale system to replace the existing Executive Dining Room system. FMD has been exploring the use of a Point-of-Sale system, and General Electric recommended a similar system, that would allow preparation of monthly statements with reduced data input requirements.

NO (2) FARS (Federal Automated Requisitioning System). The Draft FARS Interface Control Document has been completed and will be distributed to the FARS Engineering Review Board (ERB) members for review and comment.

B. Planning

NO (1) IMSS briefed the D/L on progress so far on the OL Annual Report brochure being prepared for use in the upcoming LOGS Conference. Adjustments are being made this week.

NO (2) IMSS is preparing briefing material for the OL Conference kickoff.

C. CLAS

NO (1) New CLAS Team Member: We welcome to the Supply Team! 25X1

NO (2) Training: Members of the Accounts Payable (OF) and Purchasing Teams attended advanced courses at Cullinet last week, and have now completed the formal purchasing classes. The Supply Team along with two members of the Purchasing Team are in taking the Inventory and Billot Materials classes. They will return on Saturday 11 April. 25X1



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NO (3) Software Load: OIT began loading the Cullinet software packages onto their development system on 6 April. Loading is expected to take one week. Following the loading our teams will run through all the menu screens; hopefully next week.

NO (4) Other: The DDA has requested that a Directorate Working Group of ADP User's be formed to review OIT Customer Standards. OL has been asked to provide two members, a primary and a backup, which we are in the process of completing. The kickoff meeting is 21 April in the DA Conference Room.

yes D. ~~Headquarters Claims Review Board~~
a reports the following
~~Status of Headquarters Claims Review Board personal property claims for March 1987: is as follows:~~

Received	20
Adjudicated	24
Denied	1
Amount Claimed:	
Amount Paid:	

25X1

E. Records Management

NO In compliance with Executive Order 12356, OL Divisions and Staffs were requested to keep a count of the number of classified documents originated in their office during the period 23-27 March 1987. The result of the count is 1,219 Secret and 237 Confidential documents were originated in OL during this time period. The statistics were submitted to OIS/IRMP and will be used to compile a report to the Director of the Information Security Oversight Office.

F. Regulations

NO (1) Regulatory issuances reviewed and concurred by IMSS included:

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(2) Scattergood-Thorne Property Assessment Committee requested submissions of proposals from all offices. OL Divisions and Staffs proposals suggested:

- (a) Agency Conference Center
- (b) Additional Parking Space
- (c) Visual-Media Theater
- (d) Child Day Care Center
- (e) Seasonal Equipment Storage Area
- (f) Visitor-Contractor Satellite Parking
- (g) Outdoor Physical Fitness Facility
- (h) Truck Delivery Receiving Center

IMSS evaluated the OL proposals, coordinated information, and forwarded viable suggestions to the DDA representative.

3. Significant Events Anticipated During the Coming Week

CLAS

(1) Training: DC/IMSS will be attending an IDMS Users Seminar in New Orleans, LA from 12 to 16 April. Several excellent classes are being offered on implementation of packages.

(2) Project Meeting: DC/IMSS will be meeting with the CLAS/BARS Corporate Project Team on Thursday, 9 April, to discuss resource planning for the project.

(3) Bar Coding Study: We are beginning to receive division responses to the GE Bar Coding Study and will begin to analyze the responses with respect to need, funding, and application.

(4) OL ADP Working Group: At the direction of the D/L we are forming an OL-Wide Working Group to review ADP activity, proposals, goals, and objectives to ensure consistency and commonality in the office. We have received member names from most of the divisions, and when the group membership is complete a kickoff meeting will be scheduled.

4. Perspective of Staff Activities

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